The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Homeland Security National Training Program (HSNTP)
National Domestic Preparedness Consortium (NDPC)

NOTE: If you are going to apply for this funding opportunity and have <u>not</u> obtained a Data Universal Numbering System (DUNS) number and/or <u>are not</u> currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: **http://www.grants.gov/web/grants/applicants/applicant-faqs.html**

A. <u>**Notice of Funding Opportunity (NOFO) Description**</u>

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Training and Education Division (NTED)

Catalog of Federal Domestic Assistance (CFDA) Number
97.005

CFDA Title
State and Local Homeland Security National Training Program

Notice of Funding Opportunity Title
FY 2015 Homeland Security National Training Program (HSNTP) - National Domestic Preparedness Consortium (NDPC)

NOFO Number
DHS-15-NPD-105-000-02

Authorizing Authority for Program
Section 1204 of the *Implementing Recommendations of the 9/11 Commission Act of 2007*, (Pub. L. No. 110-53), (6 U.S.C. § 1102)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Program Type
New

Program Overview, Objectives, and Priorities

Overview
The Department of Homeland Security Fiscal Year (FY) 2015 Homeland Security National Training Program (HSNTP), National Domestic Preparedness Consortium (NDPC) plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2015 HSNTP/NDPC supports efforts to build and sustain core capabilities across Prevention, Protection, Mitigation, Response, and Recovery mission areas, with specific focus on addressing the training needs of our nation.

Objectives
FY 2015 HSNTP/NDPC training programs will provide training solutions to address national preparedness gaps, correlate training needs with exercise activities and outcomes, incorporate the core capabilities identified in the National Preparedness Goal, and ensure training is available and accessible to a nationwide audience.

Priorities
The highest priority of the HSNTP/NDPC is to build and sustain the core capabilities identified in the National Preparedness Goal. Particular emphasis will be placed on development and delivery of training programs which address training gaps reported through the annual State Preparedness Reports (SPR) and capability targets set by Threat and Hazard Identification and Risk Assessments (THIRA).

B. <u>**Federal Award Information**</u>
Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $76,000,000

Projected number of Awards: Five

Period of Performance: Twenty-Four (24) Months

Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to Section H of this NOFO: Additional Information (Extensions).

Projected Period of Performance Start Date(s):   9/30/2015

Projected Period of Performance End Date(s):   10/01/2017

Funding Instrument: Cooperative Agreements

The HSNTP/NDPC program, prescribed by this NOFO, is awarded through separate cooperative agreements, as defined by 2 C.F.R. §200.24, and consistent with the *Federal Grant and Cooperative Agreement Act of 1977* (Pub. L. No. 95-224), (31 U.S.C. §§6301-6308). FEMA maintains substantial involvement with all non-federal entities in carrying out the activities contemplated by HSNTP/NDPC awards to include financial monitoring and all training development and delivery activities, including the creation and approval of course content, arrangement of learning objectives, establishment of training delivery modes and methods, and use of the four-level training evaluation model. FEMA program managers and training specialists provide approval and disapproval for all activities over the life cycle of the award.

C. **Eligibility Information**

Eligible Applicants

1. New Mexico Institute of Mining and Technology (NMIMT), Energetic Materials Research and Testing Center (EMRTC)

2. Louisiana State University (LSU), National Center for Bio-Medical Research and Training (NCBRT)

3. Texas A&M University's Texas Engineering Extension Service (TEEX), National Emergency Response and Rescue Training Center (NERRTC)

4. University of Hawaii (UH), National Disaster Preparedness Training Center (NDPTC)

5. Transportation Technology Center, Inc. (TTCI), National Center for Emergency Response in Surface Transportation (NCERST)

Eligibility Criteria

In order to receive funding under this program, recipients must be members of the NDPC as defined by 6 U.S.C. § 1102.

Maintenance of Effort

There is no Maintenance of Effort requirement for this program.

Cost Share or Match

There is no Cost Share or Cost Match requirement for this program.

D. **Application and Submission Information**

Submission Date and Other Key Dates and Times

Date Posted to Grants.gov: 06/16/2015

Start Date of Application Submission: 06/16/2015

Application Submission Deadline: 07/31/2015 at 11:59:59 PM EST

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify the respective Headquarters (HQ) Program Analyst as soon as possible.

Anticipated Funding Selection Date: No later than 09/30/2015

Anticipated Award Date: No later than 09/30/2015

Other Key Dates
The chart below outlines suggested/estimated deadlines for completing the five steps required for a successful application submission prior to the deadline. These dates are only recommendations as applicants are responsible for planning far enough in advance to complete their application. The requirements outlined in the chart below are outside of FEMA's purview. Therefore, FEMA does not guarantee the timeframes for completing those processes. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may disqualify their application from funding.

Applicants are encouraged to register early for Authorized Organizational Representative (AOR) authorization. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Task	Suggested Deadline For Completion
Obtaining DUNS Number	June 22, 2015
Obtaining a valid EIN	June 22, 2015
Updating SAM registration	June 22, 2015
Submitting initial application in Grants.gov	July 16, 2015
Submitting application in ND Grants	July 31, 2015 (firm)

FEMA strongly recommends that organizations submit applications at least five (5) business days before the submission deadline.

Address to Request Application Package
Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants,"

read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). In order to obtain the application package select "Download a Grant Application Package". Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Hard copies of the FY 2015 HSNTP/NDPC NOFO are not available.

Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Applications will be processed through the Grants.gov portal and FEMA's ND Grants System

Content and Form of Application Submission
Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. Please review the table above under "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete each of the six steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may disqualify their application from funding.

The steps involved in applying for an award under this program are:
1. Applying for, updating or verifying their DUNS Number;
2. Applying for, updating or verifying their EIN Number;
3. Updating or verifying their SAM Number;
4. Establishing an AOR in Grants.gov;
5. Submitting an initial application in Grants.gov; and
6. Submitting the complete application in ND Grants.

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the section below entitled Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR).

Submitting an Initial Application in Grants.gov
All applicants must submit their initial application through Grants.gov. Applicants may need to first create a Grants.gov user profile by visiting the *Get Registered* section of the Grants.gov website. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:
- Application for Federal Assistance Standard Form 424 (SF-424), and

- Grants.gov Lobbying Form

The SF-424 and Grants.gov Lobbying Form are available in the Forms tab under SF-424 family. The initial application cannot be started or submitted in Grants.gov until the applicant's registration in SAM is confirmed.

Application forms and instructions are available at Grants.gov by selecting *Apply for Grants*. Enter the CFDA number (97.005) or the Opportunity ID Number noted in this NOFO, select Download Application Package, and follow the prompts to download the application package. The information submitted in Grants.gov will be retrieved by ND Grants, which will allow DHS/FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in Grants.gov by July 16, 2015.

If you need assistance applying through Grants.gov, please go to the Grant Application page, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

Submitting the Complete Application in Non-Disaster Grants System (ND Grants).
Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they include all required information. Forms are located at
http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Disclosure of Lobbying Activities (SF-LLL);
- Budget Documents (refer to Appendix B of this NOFO); and
- Indirect Cost Rate Agreement, if applicable

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)
Before you can apply for a DHS grant at Grants.gov, you must have a DUNS number and must be registered in the SAM**.**

Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number
The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711. FEMA <u>cannot</u> assist applicants with questions related to obtaining a current DUNS number.

Obtain an Employer Identification Number (EIN)
FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both EIN and DUNS are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, for individuals it is their social security number, (both the EIN and social security number are nine-digit numbers). Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award or incorrect payment to a recipient organization.

Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. If you need assistance registering an EIN please contact the IRS helpline**.** *FEMA cannot assist applicants with questions related to obtaining a current EIN.*

Register with the System for Award Management (SAM)
Applicants applying for grant funds electronically through Grants.gov must register with the Federal SAM. Step-by-step instructions for registering with SAM can be found here: *http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html*. All applicants must register with SAM in order to apply online. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

Payment under any FEMA award is contingent on the recipient's having a current SAM registration. The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the IRS to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application.

SAM sends notifications to the registered user via email 60, 30, and 15 days prior to expiration of the SAM registration for the Entity. SAM registration may lapse due to inactivity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records.

If you need assistance registering, please go to SAM or call 866-606-8220**.** *FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.*

Authorized Organizational Representative

The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: *http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html*.

AOR Authorization
After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC), a representative from your organization who is the contact listed for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: *http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html*. To track an AOR status visit: *http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html*.

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature
Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step often is overlooked and it is crucial for valid submissions.

DHS/FEMA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS/FEMA is ready to make an award, DHS/FEMA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see *http://www.fws.gov/policy/library/rgeo12372.pdf*). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including, but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, and FP 108.24.4, *Environmental Planning and Historical Preservation Policy*

Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of FEMA and if they are included in the award agreement. To request pre-award costs, a written request must be included with the application. The request must be signed by the Authorized Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

Direct Costs

        Cost Principles

        Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

        Equipment

        Equipment costs are allowed under this program only as described in this NOFO. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For

more information regarding property management standards for equipment, please reference 2 C.F.R. § 200.310 – 2 C.F.R. § 200.316, located at the following website: http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_133

Travel
Domestic travel costs are allowed under this program as described in this NOFO. International travel is not an allowable cost under this program unless approved in advance by FEMA.

Construction and Renovation
Construction and renovation are not allowable costs under this program.

Maintenance and Sustainment
Maintenance and Sustainment related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy FP 205-402-125-1 (*http://www.fema.gov/media-library/assets/documents/32474*).

Management and Administration (M&A)
M&A costs are allowed. Recipients may use up to five percent (5%) of the amount of the award for their M&A. M&A activities are defined as those directly relating to the management and administration of HSNTP/NDPC funds, such as financial management and monitoring.

Indirect Costs (Facilities and Administrative [F&A])
Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workman's Compensation, and Unemployment Compensation.

E. Application Review Information
    Evaluation Criteria
FY 2015 HSNTP/NDPC applications will be evaluated through a review and approval process which will determine: that the applicant is eligible, all required forms and documents are submitted, all objectives and priorities as they relate to each NDPC member's program focus and capability are addressed, and all program requirements as described in Appendix B of this notice have been properly addressed. Applications that pass this review will be submitted to the FEMA Assistant Administrator, National

Preparedness Directorate (NPD). Applications which do not meet the requirements stated in this notice will be returned to the applicant for required changes. FEMA NTED will work with applicants to ensure appropriate changes are made, as necessary.

Review and Final Selection Process
The Deputy Administrator, Protection and National Preparedness, will, on behalf of the Administrator of FEMA, approve or disapprove the training projects to be funded through this program. DHS/FEMA will use the final results of its review and selection process to make funding recommendations to the Secretary of Homeland Security. All final funding determinations will be made by the Secretary of Homeland Security, who retains the discretion to consider other factors and information in addition to DHS/FEMA's funding recommendations.

F.   Federal Award Administration Information

Notice of Award
Notification of award approval is made through the ND Grants system through an automatic e-mail to the recipient point of contact (the "authorized official") listed in the initial application. The date FEMA approves the award is the "award date." The recipient should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 40 – 43 in the ND Grants Grantee Training Manual.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the award within the 90 day timeframe may result in a loss of funds.

Administrative and National Policy Requirements
Successful applicants for all DHS/FEMA grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: *http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions*

Before accepting the award the authorized official should carefully read the award package. The award package contains instructions on administering the grant award, as well as terms and conditions with which the recipient must comply. Recipients must accept all the conditions in this NOFO as well as all Terms and Conditions in the Notice of Award to receive an award under this program.   Special Terms and Conditions are provided in Appendix A of this notice.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Report (FFR)
Recipients must report obligations and expenditures ported on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). A FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the FFR Form (SF-425) here: *https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf*, SF-425 *OMB #00348-0061*.

Financial Reporting Periods and Due Dates
The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Financial and Compliance Audit Report
For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located at *http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6*

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at *http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012*

Program Performance Reporting Requirements

Performance Progress Reports (SF-PPR)
Recipients are responsible for providing updated performance reports using the SF-PPR on a biannual basis. Recipients must submit the cover page of the SF-PPR as an attachment in the ND Grants system. The SF-PPR can be accessed online at *http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf*.

Program Performance Reporting Periods and Due Dates
The following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G.   DHS Awarding Agency Contact Information

Contact and Resource Information

Centralized Scheduling and Information Desk (CSID)
The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

GPD Grant Operations Division
GPD's Grant Operations Division Business Office provides financial support and technical assistance. The Grant Operations Division manages, administers, and

conducts application budget review, creates the award package, approves, amends and closes out awards. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)
NPDNTED has the programmatic responsibility for the HSNTP/NDPC program and will also maintain the program management function and responsibilities throughout the life-cycle of the awarded grant. Additional guidance and information can be obtained by contacting the NTED point of contact Mr. Patrick Cowhey at (202) 786-0905 or via e-mail patrick.cowhey@fema.dhs.gov, or Mr. Terry Pruitt at (202) 786-9565 or via e-mail terry.pruitt@fema.dhs.gov or email NTED firstrespondertraining@fema.dhs.gov.

Systems Information
> *Grants.gov.* For technical assistance with Grants.gov, please call the customer support hotline at (800)518-4726.

> *ND Grants*. For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800)865-4076.

GPD Environmental Planning and Historic Preservation (GPD-EHP)
The FEMA GPD-EHP Team provides guidance and information about the EHP review process to recipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to *gpdehpinfo@fema.gov*. EHP Technical Assistance, the EHP Screening Form, can be found at *http://www.fema.gov/media-library-data/20130726-1806-25045-2839/gpd_ehp_screening_form_omb_1660_0115_june_2011.pdf*.

Telephone Device for the Deaf (TDD)
The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

Hard Copies of the NOFO
Hard Copies of the NOFO are not available.

H.   Additional Information
> **Extensions**
> No-cost extensions to the Period of Performance for this program are allowed on a case-by-case basis. Only no-cost extensions to the initial period of performance identified in the award will be considered. Only requests for extensions made through formal, written requests to FEMA/ NTED will be considered. Extension requests must contain specific and compelling justifications as to why an extension is required. Extension requests may not exceed 12 months. Recipients are advised to coordinate with NTED as needed when preparing an extension request.

All extension requests must address the following:
- Grant Program, Fiscal Year, and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and non-federal;
- Budget outlining how remaining federal and non-federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Payment
FEMA utilizes PARS for financial reporting, invoicing and tracking payments. Additional information can be obtained at the following website: https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

Monitoring
FEMA staff will monitor recipients on an annual and as needed basis, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

Conflict of Interest
To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award.   Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient,or FEMA employees.

Appendix A: Programmatic Terms and Conditions

Programmatic Terms and Conditions are Special Conditions or Agreement Articles that are specific to the HSNTP/NDPC, beyond the standard DHS Terms and Conditions.

The Fiscal Year 2015 DHS Standard Terms and Conditions can be found here:
https://www.dhs.gov/sites/default/files/publications/FY%2015%20Standard%20TC%20Version%205.1%202015-2-23.pdf

Programmatic Terms and Conditions

Title of Term and Condition	Language/Description
Use of DHS Seal	The recipient will utilize the DHS/FEMA seal and Design Standards when producing training course materials, aids, or other products funded through this award. Any use of the DHS/FEMA seal not addressed by these standards requires preauthorization and approval by NTED.
Assessments and Data Collection	The recipient agrees to cooperate with any assessments, national evaluation efforts, information, or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this Agreement.
Program Authority	The recipient acknowledges that DHS/FEMA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: 1) the copyright in any work developed under an award or sub-award; and 2) any rights of copyright to which a recipient or subrecipient purchases ownership with federal support.
Learning Management/Content System Requirements	The recipient agrees that any learning management, learning content, content management systems, browser or computer-based training employed by the recipient will be standards-based, meeting Section 508 accessibility requirements of the Rehabilitation Act Amendments of 1998, 29 U.S.C. 794(d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. Part 1194). Systems employed by the recipient will also support content interoperability specifications and standards such as Sharable Content Object Reference Model (SCORM), and ensure compatibility with industry standard relational database management systems (such as Oracle, Microsoft SQL Server, and IBM DB2). The recipient further agrees that any procurement of learning management, learning content management, or content management systems to be employed by the recipient will be commercial-off-the-shelf (COTS) or open source software (OSS). Proprietary systems shall not be procured, and functional customization of COTS products is discouraged. The recipient shall ensure that any

	data related to NTED program development, training content, and training delivery, or evaluation maintained in such a system is provided to NTED in interoperable formats in keeping with NTED specifications. Sections 504 and 508 of the Rehabilitation Act of 1973, as amended states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives federal financial assistance or is conducted by any Executive agency or the United States Postal Service." All electronic documents, files, and supporting materials for the course, including classroom materials, shall meet NTED Section 508 requirements. Department of Homeland Security interpretation of Section 508 compliant video states the video must offer closed-captioning as well as a printable transcript. See http://training.fema.gov/devres/ for detailed descriptions for testing course materials for Section 508 compliance. For additional information, please reference the following website: http://www.section508.gov/. The contractor shall provide a letter documenting Section 508 compliance as a deliverable with the final course materials.
Submission and Approval of Course Documents and Disclaimer	The recipient shall submit to NTED for review and comment, all drafts of written documents funded by this Agreement. For documents that are printed by the government, the recipient shall submit a hard copy of the final draft of the written document along with an electronic copy in Microsoft Word or PDF format. The recipient agrees that all publications created with funding under this cooperative agreement shall prominently contain the following statement: "This project was supported by Cooperative Agreement Number (your award number goes here) administered by the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the author and do not represent the official position or policies of U.S. Department of Homeland Security." Note: This requirement excludes press releases, newsletters, or issue analyses.
Equipment	Equipment may only be purchased if it directly relates to the training being conducted and if it is an approved item in the recipient's budget.
National Guidance Documents	Training curricula developed under this agreement must be consistent with Presidential Policy Directive-8, including the National Preparedness Goal, National Preparedness System, National Incident Management System, national planning frameworks, and the National Infrastructure Protection Plan. Where possible, efforts will be made in the development and delivery of training programs to address priorities from National Preparedness Report and Capability Estimation Process. Training providers agree to modify their curricula in accordance with changes to these documents and any others, such as the core capabilities.

Training and Grant Information Dissemination	The Recipient shall coordinate training and grant information sharing and dissemination with FEMA to establish a cooperative framework whereby information that is disseminated, by any means, including but not limited to: press releases, newspapers, newsletters, and, training announcements complies with FEMA goals and objectives.
Responder Training Development Center/Course Review	The recipient is responsible for complying with the online Responder Training Development Center guidelines for the design, development, delivery, and evaluation of each of its courses. The recipient agrees to administer Level 1 and Level 2 evaluation instruments to all course participants and report data to NTED quarterly and upon request. The recipient must also adhere to NTED's established course review process, which requires a minimum of three pilot deliveries and submission of the curriculum to a course review board
Scheduling/Data Reporting Requirements	The recipient is required to comply with the requirements of NTED for scheduling courses and providing data on the type and number of persons trained. The recipient must adhere to any changes in data reporting requirements as directed by NTED. NTED training partners should coordinate and seek approval from the State Administrative Agencies (SAAs) / Training Points of Contact (TPOC) prior to scheduling or delivering in-resident or mobile training within the State and local jurisdiction of the training location. The SAA and/or TPOC will approve the student registration, admittance; attendance and billing before the student can attend the training. For mobile deliveries, after approval is received from the SAA and/or TPOC, training can be delivered and the training partner may coordinate with the municipality points of contact for scheduling.
Patent Rights	The recipient agrees to consult with NTED regarding the allocation of any patent rights that may arise from, or that are purchased with, this funding. The recipient also has the responsibility to obtain from its subrecipients and contractors all data and rights therein necessary to fulfill the recipient's obligation to the government under this award. If a subrecipient or contractor refuses to accept terms affording the government such rights, the recipient shall promptly bring such refusal to the attention of NTED and not proceed with the subaward or contract without further authorization from NTED.
Budget Review	The recipient is prohibited from obligating, expending or drawing down funds provided through this award until the required Budget Detail Worksheet and Budget Narrative are reviewed and approved by the Grants Program Directorate (GPD) and a Grant Adjustment Notice (GAN) is issued removing this special condition
EDAP	Any tuition or registration fees received in connection with any training conducted during this grant period with courses produced with this grant funding, e.g. Excess Delivery Acquisition Program (EDAP), shall be considered program income and shall be used for the purposes authorized under this award and in accordance with federal regulations.

Evaluation	Recipient is responsible for administering a standardized Level I evaluation to all course participants to measure reactions to the course and instructor(s) and a customized Level 2 evaluation to measure student learning. The recipient must submit all training participant Level 1 and Level 2 data electronically into the Registration and Evaluation System (RES) on a biweekly basis. FEMA NTED will provide requirements for Level 3 evaluations which the recipient/subrecipient must provide as directed by FEMA. Information on the Kirkpatrick Model can be found by accessing the following website: http://www.kirkpatrickpartners.com/OurPhilosophy/TheKirkpatrickModel
Catalog Reference	The recipient agrees to include the following language in all course materials: FEMA's National Training and Education Division (NTED) offers a full catalog of courses at no- cost to help build critical skills that responders need to function effectively in mass consequence events. Course subjects range from Weapons of Mass Destruction (WMD) terrorism, cybersecurity, and agro-terrorism to citizen preparedness and public works. NTED courses include multiple delivery methods: instructor led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars) and web-based. Instructor led courses are offered in residence (i.e. at a training facility) or through mobile programs, in which courses are brought to state and local jurisdictions that request the training. A full list of NTED courses can be found at www.firstrespondertraining.gov. In addition the recipient agrees to inform all students of the NTED website and opportunities for additional courses.

Instructor Quality Assurance Program	All training partners who develop and deliver training on behalf of (NTED must ensure that their instructors meet the standards and protocols of an Instructor Quality Assurance Program. A successful instructor quality assurance program (IQAP) requires effective hiring protocols, ongoing monitoring, and continued professional development. It is imperative that training partners develop standards and processes to ensure that individuals selected to become instructors possess the necessary knowledge, skills and abilities to deliver quality instruction and maintain their skills. Selection of qualified instructors should be based on the following criteria: - Education - Experience/Technical Expertise - Special Qualifications - Certifications and Licenses - Instructor Competencies Training partners must develop formal instructor requirements that spell out the criteria which must be met for each course.

Appendix B: HSNTP/NDPC Program Guidelines and Application Content Requirements

Program Guidelines: FY 2015 HSNTP/NDPC recipients will adhere to the following guidelines which must be addressed in the application:

Non Duplication of Existing Training Programs
HSNTP/NDPC developed training must not duplicate training provided by the federal, state, local, tribal, or territorial departments and agencies, or other training providers.

Incorporate the National Incident Management System
The National Incident Management System (NIMS) uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, and response, mitigation, and recovery. HSNTP/NDPC training programs must be consistent with NIMS in order to provide a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning and response

Alignment of HSNTP/NDPC to the National Preparedness System
The Nation utilizes the National Preparedness System (NPS) to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Core capabilities are essential for the execution of critical tasks in the National Planning Frameworks for the Prevention, Protection, Mitigation, Response, and Recovery mission areas outlined in the Goal. The objective of the National Preparedness System is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (*http://www.fema.gov/whole-community*).

The HSNTP/NDPC program plays an important role in the implementation of the NPS by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The HSNTP/NDPC must support all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas as identified in the Goal based on the focus areas of each award and their allowable costs. Mission areas are as follows:

- *Prevention*. Prevent, avoid or stop an imminent, threatened, or actual act of terrorism.
- *Protection*. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- *Mitigation*. Reduce the loss of life and property by lessening the impact of future disasters.

- *Response*. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- *Recovery*. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

Alignment to Core Capabilities
FEMA, through the National Training and Education System (NTES), uses a systematic, measurable, and capabilities-based approach to address homeland security and emergency management training and education needs from across the country. One of the NTES processes investigates the linkage between course objectives and the 31 national core capabilities; this 'mapping' process creates an analytical dataset which informs FEMA on course-to-core capability alignment. All courses developed and delivered by the NDPC with HSNTP funding are subject to the course mapping process.

Use an Adult Learning Approach
Training programs that support the Nation's preparedness efforts have long relied on classroom instruction and practical exercises; however, HSNTP/NDPC-funded training programs must be innovative and distinct in comparison to current training offered by other federal, state, and local training academies. To ensure that HSNTP/NDPC training courses are accessible to as many key public and private officials with homeland security responsibilities throughout the Nation as possible, training partners must leverage technology when appropriate to reduce student travel and maximize learning outcomes. The adult learning approach encourages traditional classroom instruction with creative uses of interactive web-based and computer-based training, simulations, toolkits, job aids, and/or other course materials that are left behind for future reference.

Training Must Be National in Scope
Delivery of training programs will incorporate geographic diversity when offering courses, including providing training at the state, local, tribal, and territorial levels.

Whole Community Approach to Emergency Management
A community-centric approach for emergency management that focuses on strengthening and leveraging what works well in communities on a daily basis offers an effective path to building societal security and resilience. By focusing on core elements of successful, connected, and committed communities, emergency management can collectively achieve better outcomes in times of crisis, while enhancing the resilience of our communities and the Nation. The three core principles of whole community—understanding and meeting the actual needs of the whole community, engaging and empowering all parts of the community, and strengthening what works well in communities on a daily basis—provide a foundation for pursuing a whole community approach to emergency management through which security and resiliency can be attained.

Truly enhancing our Nation's resilience to all threats and hazards will require the emergency management community to transform the way the emergency management team thinks about, plans for, and responds to incidents in such a way to support community resilience. It takes all aspects of a community to effectively prevent, protect against, mitigate, respond to, and recover from threats and hazards. It is critical that individuals take responsibility for

their own self-preparedness efforts and that community member's work together to develop the collective capacity needed to enhance their community's security and resilience.

Participation by whole community also means: equal access to preparedness and recovery activities and programs; meeting the access and functional needs of all individuals; and consistent and active engagement and involvement in all aspects of planning and recovery. Training programs must address, as appropriate, functional needs of both students and the community impacted by the proposed training. Examples of groups which must be offered and have access to the training are: children and adults with physical, mobility, sensory, intellectual, developmental, cognitive or mental health disabilities; older adults; people with chronic or temporary health conditions; women in late stages of pregnancy; people needing bariatric equipment; people with limited English proficiency, low literacy or additional communication needs; people with very low incomes; people without access to transportation; and people experiencing homelessness.

Instructional System Design Specialist on Staff
Each HSNTP/NDPC program grant recipient must have a staff member qualified in the field of Instructional System Design whose primary responsibilities are to design and develop instructional content for web-based and/or instructor-led courseware.

Application Content: HSNTP/NDPC applications must include the following:

Program Narrative. The applicant must include an explanation of how the proposal addresses the following elements:

- Goals, objectives, and outcomes of the proposal and the activities to be conducted to accomplish the goals, objectives, and outcomes of the proposal.
- Alignment with the National Preparedness Goal, National Preparedness System, NIMS, and national planning frameworks, including identification of core capabilities and a description of how the training addresses needs identified in the SPR and THIRA and utilizes the Whole Community approach.
- Complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organizational chart and describe how the organization will support the program.
- A high-level detailed program schedule to reflect the program life cycle and show phases, deliverables, and outcomes.
- The ability to build sustainable preparedness at the state, local, tribal and territorial levels; a capacity-building component for state, local, and tribal jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools, etc.).
- A process for identifying lessons learned and best practices for inclusion in ongoing FEMA and Department of Homeland Security efforts.
- An adherence to the precepts of Instructional Systems Design (ISD) and the application of adult learning principles, including problem-based learning and incorporation of a blended learning approach.

Work Breakdown Structure. The applicant will provide a work breakdown structure (WBS) as part of the application. A WBS is a task-oriented schematic of activities that

organizes, defines and graphically displays the total work to be accomplished in order to achieve the final objectives of a project. .

The WBS is a system for subdividing a project into manageable work packages, components or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, risk management, performance based evaluations and a quality control plan. The WBS establishes deliverables which are arranged on an anticipated timeline. Each descending level represents an increasingly detailed definition of the project objective. Components of the WBS include, but are not limited to, the following:

- A risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, scope, performance, or quality) from being met.
- A performance-based evaluation plan, including program performance measures that will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including how data will be analyzed.
- A quality control plan to be incorporated into the development and delivery of programs and courses.

Any delay in the delivery of a task or subtask (to include delivery of products) must be communicated to FEMA/NTED with an explanation for the delay along with expected subsequent impacts.

Equipment Plan. The applicant must provide an equipment purchasing plan for all proposed equipment purchases that are required to support the program. At a minimum, the plan must detail what equipment will be purchased, why it is necessary, and the costs of the equipment.

Detailed Budget. The applicant must provide a detailed budget by task and a summary budget aggregating task costs into the categories of personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other costs, indirect costs, and the total budget.

The detailed budget must be submitted with the grant application as a file attachment within www.grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs.

Personnel. The applicant must indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant organization.

Fringe Benefits. The applicant must base fringe benefits on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment. Compensation.

Travel. The applicant must provide the total projected cost for travel. Applicants should determine costs by the projected number of trips multiplied by the number of people traveling multiplied by an average cost for travel and per diem (airfare, lodging, meals). Travel for development of training and delivery of training should be separated in the

detailed budget, but be included as a single total in the summary budget. Travel at the request of NTED should be detailed under travel for development of training.

Equipment. The applicant must provide the total projected cost for non-expendable items. Non-expendable equipment is tangible property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The applicant may use the organization's own capitalization policy and threshold amount for classification of equipment. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs are listed in the "Contracts" category. Large equipment purchases must be identified and explained.

Supplies. The applicant must provide the total projected cost of supplies (e.g. office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recording devices). The organization's own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Consultants/Contracts. The applicant must provide the total projected cost of consultants and contracts. The type of consultant/contract must be identified and justified.

Other Costs. The applicant must provide a total projected cost of miscellaneous items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).

Indirect Costs. If applicable, a copy of the indirect cost rate agreement must be included in the detailed budget as required for all applicants. Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable.